

HOUSING AUTHORITY of the CITY OF TALLASSEE
904 HICKORY STREET
TALLASSEE, ALABAMA 36078
(334) 745-4171

JOB OPENING NOTICE

DATE: July 13, 2026

- 1) CLASSIFICATION: **Executive Director**
- 2) SALARY: DOQ per hour
- 3) RESPONSIBILITIES: See Attached or go to
www.opelikaha.org for job
description and application
- 4) PERSONS INTERESTED: Submit resume and application with
qualifications in writing to:
opelikaha@opelikaha.org

or via mail:

Human Resources
Opelika Housing Authority
P.O. Box 786
Opelika, Alabama 36803-0786

APPLICATIONS ACCEPTED
UNTIL POSITION IS FILLED
(Please No Telephone Calls)

THE HOUSING AUTHORITY OF THE CITY OF OPELIKA IS AN EQUAL OPPORTUNITY EMPLOYER. THE HOUSING AUTHORITY OF THE CITY OF OPELIKA DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION OR HANDICAP.

Executive Director Position – Tallassee Housing Authority – Tallassee, Alabama

Job Type – Full-Time

Job Duration – Indefinite

Salary – Depending on Qualifications

Min Experience – 3-5 Years

Min Education – BA/BS/Undergraduate

Required Travel – 0-10%

Salary – Type – Yearly Salary

Description

About the Tallassee Housing Authority:

The Tallassee Housing Authority (THA) is a small, mission-driven public housing agency dedicated to providing safe, decent, and affordable housing opportunities for low- and moderate-income individuals and families in Tallassee, Alabama.

THA manages 100 Low-Income Public Housing units and administers 72 Section 8/Housing Choice Vouchers. We are seeking a visionary, experienced leader to guide the agency forward with integrity, strong compliance, and a commitment to resident success.

Position Summary

The Executive Director serves as the chief executive officer and reports directly to the Board of Commissioners. This position provides overall strategic, operational, financial, and administrative leadership to advance THA's mission while ensuring full regulatory compliance and organizational excellence.

Key Responsibilities:

Provide strategic leadership and collaborate with the Board to develop and execute THA's vision and goals.

Coordinate and attend regularly scheduled and special called Board of Commissioner meetings.

Ensure full compliance with all HUD, state, and local regulations, including procurement, financial controls, and program requirements.

Oversee financial management, budgeting, auditing, and long-term fiscal sustainability.

Lead and develop a high-performing staff team in a collaborative, supportive environment.

Manage THA's properties and housing programs with a focus on quality and efficiency.

Build strong partnerships with the City of Tallassee, HUD, community organizations, and stakeholders.

Serve as primary spokesperson and advocate for affordable housing in the area.

Minimum Qualifications:

Bachelor's degree in public administration, business, finance, nonprofit management, or a related field (or equivalent combination of education and experience).

Five (5) or more years of progressively responsible senior management experience, preferably in a public housing authority, nonprofit, or public sector organization.

Demonstrated knowledge of affordable housing programs (HUD, Section 8, LIHTC, etc.), financial management, and regulatory compliance. Strong leadership, communication, and relationship-building skills.

Valid Alabama driver's license (or ability to obtain).

Preferred Qualifications:

Master's degree and/or professional housing certifications (PHM, CPHM, etc.).

Prior experience as an Executive Director, Deputy Director, or senior leader at a PHA. Record of accomplishment in audit remediation, procurement compliance, and affordable housing management.

***This position posting will remain open until filled.